

Department of Liberal Arts and Behavioral Sciences
Visayas State University
Visca, Baybay City, Leyte

January 29, 2023

To: JETT C. QUEBEC

Dear Sir;

I'm making an application for a teaching position at this esteemed institution. I am a graduate of Bachelor in Secondary Education with a major in Social Studies from Visayas State University.

During our one-semester contract, I had the opportunity to assume all of the responsibilities of a college instructor at this institution. The period for the contract is going to end, I am writing you this letter to express my gratitude for the opportunity and the positive experience I had working with this Department. I should also add that I value the positive working relationships among the staff members of this department. This is why I've made the decision to stay on at my job, and I would be very grateful if the department would extend my contract for an additional semester so that I can continue to work there for a very long time because I believe it will be advantageous for both me and the organization..

I am always reachable on my mobile phone at 0906-755-6794 (TM) and 0963-752-6794. (TNT).

I appreciate your consideration and time. I'm excited for the chance to talk with you about this job opportunity.

Sincerely,

Rowella R. Añano
BSED Social Studies
Visayas State University